

# NON-VDOT ADMINISTERED PROJECTS (NVAP) GUIDE – APRIL 2021



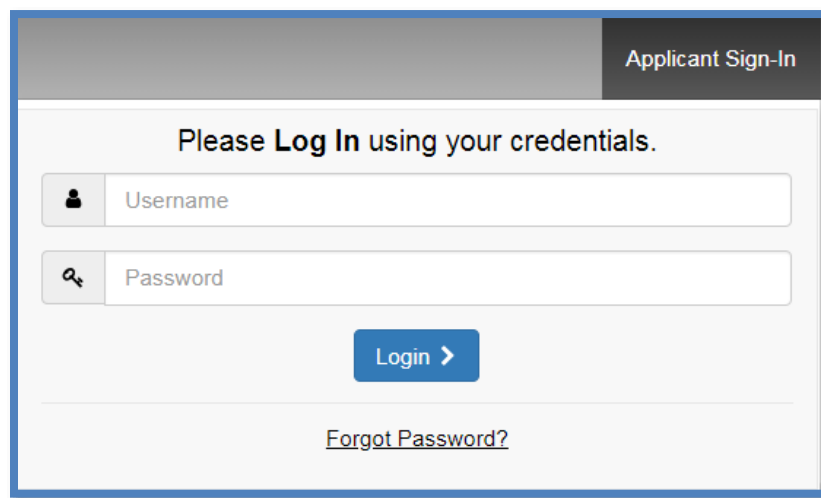
Localities deliver a significant number of the projects in Virginia. As part of the new VDOT Dashboard, implemented July 1<sup>st</sup>, 2018, all projects require status updates throughout the construction phase, ensuring transparency of the on-budget and on-time project performance in the delivery of the project.

For projects that Localities manage, Local governments are required to provide general construction contract and progress information via the SMART Portal Non-VDOT Administered Projects (NVAP) application module. Updates are required during construction for all SMART SCALE projects and for all other projects awarded on or after July 1<sup>st</sup>, 2018. This user guide provides instructions to the Local Users to navigate through the process.

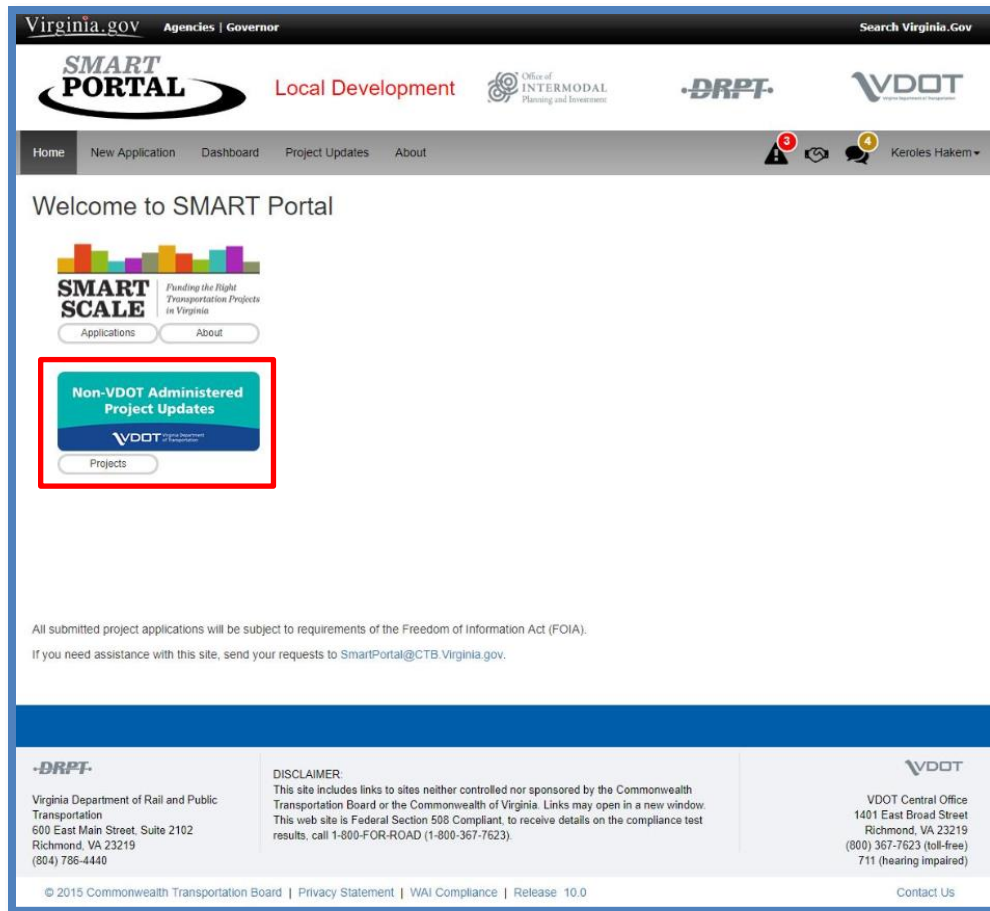
Locality staff assigned to update projects will need to coordinate with their respective Locality SMART Portal Point of contact (POC) to establish and verify their account, add the NVAP module permission, and to address other questions that may arise. If the Locality staff do not have access to the SMART Portal or the NVAP module is not displaying information after logging in, an account and/or NVAP permissions will need to be established. Additionally, VDOT districts also have SMART Portal POC's that may assist when the locality POC is unavailable.

Once the Locality user's SMART Portal account is established and the NVAP permissions are granted, the following steps provide the necessary information for logging-in and successfully entering construction information.

Access the SMART Portal Log-in screen at: <https://smartportal.virginiahb2.org/#/> (Refer to Picture 1)

The image shows a web browser window displaying the 'Applicant Sign-In' page of the SMART Portal. The page has a dark grey header with the text 'Applicant Sign-In' in white. Below the header, the main content area is white and contains the text 'Please Log In using your credentials.' in bold. There are two input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a key icon. Below these fields is a blue button with the text 'Login >'. At the bottom of the form, there is a link that says 'Forgot Password?'. The entire form is enclosed in a light grey border.

Picture 1 – Applicant Sign-In



Picture 2 – SMART PORTAL Home Page

Existing project information is leveraged from VDOT’s Project Pool application and 14 fields are pre-populated in NVAP. To establish a complete contract record, the Local User must enter information in the following fields in NVAP:

1. Construction Company;
2. Original Contract Completion Date;
3. Type of Work;
4. Contract Award Amount

Contract Milestones are documented if identified in the contract, or at the discretion of the Responsible Charge Engineer. The following three fields in NVAP require updates every 30 days:

1. Current Contract Completion Date;
2. Current Contract Amount;
3. Cost of Work to Date

Monthly updates conclude with documentation of the Contract Acceptance Date, indicating that the punch list items have been completed, the contract is finished, and all work has been accepted.

For a quick start, Locality users can refer to the one pager – NVAP Locality Job Aid in the below screenshot.

**Within 10 business days after the Notice to Proceed is issued,** localities must enter the following information directly in NVAP:

- Type of Work
- Construction Company
- Original Contract Completion Date
- Current Contract Completion Date
- Contract Award Amount
- Current Contract Amount
- Cost of Work to Date

The screenshot shows a web form with the following sections:

- Top Section:** Type Of Work (dropdown), Construction Company (text), VDOT Project Coordinator (text), VDOT Project Coordinator Phone (text), VDOT Project Coordinator Email (text), Locality Project Manager (text), Locality Project Manager Phone (text), Locality Project Manager Email (text).
- Bottom Section:** Original Contract Completion Date (calendar), Current Contract Completion Date (calendar), Contract Acceptance Date (calendar), Contract Award Amount (\$), Current Contract Amount (\$), Cost of Work to Date (\$).

**Monthly:** localities must update the following information in NVAP:

- Current Contract Completion Date
- Current Contract Amount
- Cost of Work to Date
- Include any comments to describe project delays or increases to contract amount since last monthly update.

**Project Completion:** localities must update the following information in NVAP:

- Cost of Work to Date
- Contract Acceptance Date

**NOTE:** Once contract acceptance date is entered no additional updates will be allowed.

For more information please see:

[NVAP Users Guide](#)

Field Name	Definition
Type of Work	Select from dropdown menu.
Construction Company	Contractor awarded the contract.
Original Contract Completion Date	Project construction completion date specified on awarded contract.
Current Contract Completion Date (*Monthly)	Original contract completion date plus any approved time modifications due to change orders
Contract Acceptance Date	Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date). C-5 should be signed by the locality and VDOT project coordinator.
Contract Award Amount	The amount of the contract value awarded to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies)
Current Contract Amount (*Monthly)	The contract award amount plus any approved modifications due to change orders.
Cost of Work To Date (*Monthly)	Total amount of all approved contractor expenditures / invoices since the award of the contract.

Picture 3 – NVAP Locality Job Aid

## ACCESSING PROJECTS

Selecting the “Project Updates” link on the menu bar or the “Projects” button under the NVAP icon, will transition the user to a list of the Non-VDOT Administered Projects associated with their Locality or District depending on the user’s selection. (Refer to Pictures 4, 5 and 6)



Picture 4 – Accessing List of Projects


The Local User View in the below picture shows all active construction contracts within the User’s Locality.


The screenshot shows the 'Non-VDOT Administered Projects' table. The table has columns for 'UPC', 'Description', 'Organization', 'Last Updated', 'Update Due', and 'Status'. The 'Project Updates' link in the navigation bar is highlighted. The table lists 11 projects, all managed by 'Chesterfield County'.


UPC	Description	Organization	Last Updated	Update Due	Status
101020	#HB2.FY17 RTE 10 (BERMUDA TRIANGLE RD TO MEADOWVILLE RD)	Chesterfield County		06/08/2018	Past Due
101028	RTE 600 (Matoaca/Hickory) - ROUNDABOUT	Chesterfield County		06/10/2018	Past Due
102952	RTE 10 (I-95 - Rt 1) - WIDENING	Chesterfield County		06/14/2018	Due Tomorrow
104886	RTE 360 -(at Spring Run Rd) INTERSECTION IMPROVEMENTS	Chesterfield County		06/18/2018	Due in 5 days
104889	RT 10 (Whitepine to Frith) WIDENING	Chesterfield County		06/14/2018	Due Tomorrow
104890	RTE 360 E (Lonas Pkwy to Castle Rock Rd) - WIDENING	Chesterfield County		06/08/2018	Past Due
105648	RTE 618 (Old Bermuda Hundred/Permillia Sp.) - RECONSTRUCTION	Chesterfield County		06/14/2018	Due Tomorrow
107059	RTE 604 (Genito/Otterdale) - CONSTRUCT ROUNDABOUT	Chesterfield County		06/12/2018	Past Due
107083	RTE 621 (Winterpock, 360-Royal Birkdale) - MAJOR WIDENING	Chesterfield County		06/16/2018	Due in 3 days
107086	RTE 647 (Hicks Rd, Mt. Gilead-Cardiff Ln) - RECONSTRUCTION	Chesterfield County	06/11/2018	07/11/2018	Completed
107087	RTE 652 (Otterdale Rd./Old Hundred Rd.) - ROUNDABOUT	Chesterfield County	06/12/2018	07/12/2018	Current


Picture 5 – List of Projects (Local User View)

The VDOT Project Coordinator list, as shown below, provides filter options to narrow the list to specific projects or areas of interest.












[Home](#)
[Project Updates](#)
[About](#)




Annu Barretto ▾

## Non-VDOT Administered Projects

**UPC / Description**

**Organization**

-- Organization -- ▾

**District**

Bristol ▾

**Status**

-- Status -- ▾

**Administered By**

-- Administered By -- ▾

☐ Display Completed

✕ Clear Filters

UPC	Description	Administered By	Organization	Last Updated	Update Due ▲	Status
103606	Town of St. Paul Downtown Streetscaping	Locally	St Paul Town	06/08/2020	07/08/2020	Past Due
114651	PARK AVE.-CROSSWALK & PEDESTRIAN SIGNAL IMPROVEMENTS	Locally	Norton City	06/23/2020	07/23/2020	Due Today
109250	ROUTE 16 (BACK OF THE DRAGON) SCENIC OVERLOOK IMPROVEMENTS	Locally	Smyth County	07/13/2020	08/12/2020	Current
111451	#SGR - REPLACE SUPERSTRUCT & REPAIR SUBSTRUCT (29793 FED ID)	Locally	Buchanan County	07/16/2020	08/15/2020	Current
114652	RUSSELL ROAD-INSTALL SIGNALIZED CROSSWALK	Locally	Abingdon Town	07/20/2020	08/19/2020	Current
111436	#SGR - BRIDGE REPLACEMENT RUSSELL FORK - (29801 FED ID)	Locally	Buchanan County		09/04/2020	Current
111435	#SGR - BRIDGE REPLACEMENT CAMPGROUND RD. - (29803 FED ID)	Locally	Buchanan County		09/04/2020	Current
111437	#SGR - BRIDGE REPLACEMENT GRANNY CREEK (29696 FED ID)	Locally	Buchanan County		09/04/2020	Current
111431	#SGR - BRIDGE REPLACEMENT SUGAR BEND RD. (29702 FED ID)	Locally	Buchanan County		09/04/2020	Current
111434	#SGR - REPLACE SUPERSTRUCT. & REPAIR SUBSTRUCT.(29759 FED ID)	Locally	Buchanan County		09/04/2020	Current

**Page Size**

25 ▾

First

Previous

1

Next

Last

10 Total Results

*Picture 6 – List of Projects (VDOT Project Coordinator View)*

Select a project in the list to review or update by clicking on any field. Once selected, NVAP will transition to the Non VDOT Administered Project Update Form. Picture 7 (below) is the view an application user will see while accessing a project for the first time. Some of the pre-populated information can be edited (contact, phone number and email address). It is important to keep this information updated since reminders that an update is needed or an update has been made are sent to the identified contacts. To edit the information on the form click the “Edit Project” button.

## Viewing Non VDOT Administered Project Update Form

Project UPC: 108497

Edit Project
Update Due: 06/05/2018 @ 5:00PM

**Project Info**

Milestones

Project Info

UPC 108497	Organization Fairfax County	District NOVA	Residency FAIRFAX
Contract ID	Road System Primary	Route 0050	Administered By Locally

Description	Is archived?	Project Team Site
ROUTE 50 SIDEWALK FROM WOODLAWN AVE TO CHURCH PARKING LOT	No	

Type Of Work	VDOT Project Coordinator Mauricio Felix	VDOT Contact Phone (703) 259-2205	VDOT Contact Email VDOT_Test@Mailinator.com
Construction Company	Locality Project Manager Jeanmarie Roberson	Locality Project Manager Phone (703) 877-5740	Locality Project Manager Email Jeanmarie.Roberson@fairfaxcountyva.gov

Original Contract Completion Date	Current Contract Completion Date	Contract Acceptance Date
Contract Award Amount	Current Contract Amount	Cost of Work to Date

Comment


Milestones

Add New Milestone

Picture 7 – Viewing Project Update Form

If this is the first time updating NVAP, the original contract completion date and the current contract completion dates are likely the same. The original contract award amount and current contract amount are likely the same as well. For the Cost of Work to Date, if no expenditures have occurred, input \$0. Once the contract is underway and change orders are issued/approved, the dates and amounts for the aforementioned fields may change. (Refer to Picture 8)

When editing a project in NVAP, the title of the form changes to “Editing Non VDOT Administered Project Update Form”. The required fields have indicators below them and are highlighted in red. **For the first update,** there are seven required fields. (Refer to Picture 8)

1. If you do not have all of the required information to complete the form, you can return to the view screen by clicking the “View Project” button at the top of the page.
2. Each field has an information icon. Users can hover over the  icon to display the definition for that field. (Refer to Picture 8)
3. If you have the required information, you can enter the data and click the “Submit Update” button.

Submitting an update will result in an onscreen acknowledgement that the update has been successfully submitted.

4. If you have contract milestones to add for this project click “Next” to transition to the page where milestones are entered.



## Editing Non VDOT Administered Project Update Form

Project UPC: 108497  
Update Due: 06/05/2018 @ 5:00PM

View Project
1

District
2

**UPC**  
108497

**Contract ID**

**Organization**  
Fairfax County

**Road System**  
Primary

**District**  
NOVA

**Route**  
0050

**Residency**  
FAIRFAX

**Administered By**  
Locally

**Description**  
ROUTE 50 SIDEWALK FROM WOODLAWN AVE TO CHURCH PARKING LOT

**Is archived?**  
☐ No ☐ Yes

**Project Team Site**

**Type Of Work**

Type Of Work is required to submit

**Construction Company**

Construction Company is required to submit

**VDOT Project Coordinator**  
Mauricio Felix

**Locality Project Manager**  
Jeanmarie Roberson

**VDOT Contact Phone**  
(703) 258-2205

**Locality Project Manager Phone**  
(703) 877-5740

**VDOT Contact Email**  
VDOT\_Test@Mailinator.com

**Locality Project Manager Email**  
Jeanmarie.Roberson@fairfaxcounty.gov

**Original Contract Completion Date**

This field is required to submit

**Contract Award Amount**  
\$

Contract Award Amount is required to submit

**Current Contract Completion Date**

This field is required to submit

**Current Contract Amount**  
\$

Current Contract Amount is required to submit

**Contract Acceptance Date**

**Cost of Work to Date**  
\$

Cost of Work to Date is required to submit

**Comment**

Submit Update
3

Next
4

Picture 8 – Editing the Project Update Form

Picture 9 (below) provides a list of fields that are required to have information entered in NVAP and their definitions.

Field Name	Definition
Type of Work	Select from dropdown menu.
Construction Company	Contractor awarded the contract.
Original Contract Completion Date	Project construction completion date specified on awarded contract.
Current Contract Completion Date (*Monthly)	Original contract completion date plus any approved time modifications due to change orders
Contract Acceptance Date	Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date). C-5 should be signed by the locality and VDOT project coordinator.
Contract Award Amount	The amount of the contract value awarded to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies)
Current Contract Amount (*Monthly)	The contract award amount plus any approved modifications due to change orders.
Cost of Work To Date (*Monthly)	Total amount of all approved contractor expenditures / invoices since the award of the contract.

*Picture 9 – Field Names and Definitions*

Ensure to enter the most recent approved contractor expenditures/invoices in the Cost of Work To Date field before inputting the Contract Acceptance Date. The Contract Acceptance Date identifies that the contract is completed and it would not be accessible to the Locality user.

## ENTERING MILESTONES

After clicking “Next” on the Editing Non VDOT Administered Projects page, users transition to a screen that allows the entry of project milestones. Again, the required fields have indicators below them and the information icons provide definitions for each field.

Adding milestones, other than those specifically identified in the contract, is at the discretion of the Responsible Charge Engineer. Milestone Descriptions should communicate to the public major activities, such as paving, shift in traffic lanes, etc. Also please note:

1. Milestones help communicate information about key accomplishments throughout the project.
  - Adding milestones should be discussed with your VDOT Project Coordinator before entering milestone information.

2. The milestone description and original completion dates cannot be changed once entered. (Refer to Picture 10)

The screenshot shows the 'Editing Non VDOT Administered Project Update Form' interface. At the top, it displays 'Project UPC: 108497' and 'Update Due: 06/05/2018 5:00PM'. Below this, there are two tabs: 'Project Info' and 'Milestones'. The 'Milestones' tab is selected and highlighted with a red circle and a red arrow labeled '1'. Below the tabs, there is a form with three main sections: 'Description', 'Original Completion Date', and 'Actual Completion Date'. Each section has a text input field and a calendar icon. The 'Description' and 'Original Completion Date' fields are highlighted with a red box and a red arrow labeled '2'. Below these fields, there are two red error messages: 'Description is required to submit' and 'Original Completion Date is required to submit'. At the bottom of the form, there is a 'Submit Update' button and a 'Previous' button with a left arrow. A 'Remove Milestone' button is also visible on the right side of the form.

Picture 10 – Edit the Project Update Form and Entering Milestones

When entering milestone information:

1. If you do not have all of the required information to complete the form, you can return to the view screen by clicking the “View Project” button at the top of the page.
2. Another option to return to the previous screen without adding, removing or submitting milestone data is to click the “Previous” arrow located at the bottom of the screen.
3. If you have the required information, you can enter the data and click the “Submit Update” button.

Submitting an update will result in an onscreen acknowledgement that the update has been successfully submitted. Refer to Picture 11 below.

The screenshot displays the 'Editing Non VDOT Administered Project Update Form' for Project UPC: 108497. The update is due on 06/05/2018 at 5:00PM. The interface includes a 'View Project' button (labeled 1), a 'Previous' button (labeled 2), and a 'Submit Update' button (labeled 3). The form fields are: Description (required), Original Completion Date (required), and Actual Completion Date. A 'Remove Milestone' button is also present. The form was created on 06/07/2018 at 1:10PM by Rose Lawhorne.

Picture 11 – Editing the Project Update Form; Exiting the Update Form and Submitting Updates

## FINAL PROJECT INSPECTION AND FINAL ACCEPTANCE PROCESS

As the construction project nears completion, the LPA-RCE, with the assistance of onsite inspection staff, should develop and maintain a punch-list of items that must be completed by the contractor before the LPA can issue final acceptance and determine that the contractor has completed the project. This punch list should be made available to the contractor so that they are aware of outstanding items. Once the contractor believes that the project is complete, they must notify the LPA-PM in writing and request a final inspection. The LPA-PM will schedule the final inspection walkthrough on site and invite the contractor, LPA-RCE and VDOT CPM. The contractor, LPA-RCE and VDOT CPM will jointly walk the project at the final inspection. Any deficiencies noted will be provided by the LPA as a final punch-list to the contractor. The LPA-PM will notify the VDOT CPM once all deficiencies noted on the final punch-list have been addressed to the satisfaction of the LPA-RCE. For federal aid or VDOT maintained projects, the LPA must receive written concurrence from VDOT that the project is complete prior to issuing final acceptance to the contractor in writing. The date the LPA issues final acceptance in writing to the contractor is considered to be the completion date for contract work on the LAP C-5.

## GUIDANCE ON INCENTIVES, DISINCENTIVES, AND LIQUIDATED DAMAGES

The LPA must award the contractor all incentives and assess the contractor all disincentives and liquidated damages allowed by the contract for meeting and/or not meeting the milestone and/or final completion date(s) identified in the contract. Incentive, disincentive, and liquidated damages can only be modified with the written approval for the VDOT ACE.

## PROCESS TO UPDATE COST OF WORK TO DATE ON COMPLETED PROJECTS

The Locality would coordinate with District Project Coordinator to make any modification to the Cost of Work to Date on the completed projects by furnishing legitimate documentation. The District Project Coordinator would log the request along with the submitted documentation. Follow below listed steps to modify the Cost of Work to Date on the completed projects:

1. Click on the “Non-VDOT Administered Project Updates” highlighted in Red to launch the NVAP Portal application.

### Non-VDOT Administered Projects

UPC / Description

Organization

District

Status

Administered By

☐ Display Completed

Clear Filters

UPC	Description	Administered By	Organization	Last Updated	Update Due ^	Status
103606	Town of St. Paul Downtown Streetscaping	Locally	St Paul Town	06/08/2020	07/08/2020	Past Due
114651	PARK AVE.-CROSSWALK & PEDESTRIAN SIGNAL IMPROVEMENTS	Locally	Norton City	06/23/2020	07/23/2020	Due Today
109250	ROUTE 16 (BACK OF THE DRAGON) SCENIC OVERLOOK IMPROVEMENTS	Locally	Smyth County	07/13/2020	08/12/2020	Current
111451	#SGR - REPLACE SUPERSTRUCT & REPAIR SUBSTRUCT (29793 FED ID)	Locally	Buchanan County	07/16/2020	08/15/2020	Current
114652	RUSSELL ROAD-INSTALL SIGNALIZED CROSSWALK	Locally	Abingdon Town	07/20/2020	08/19/2020	Current
111436	#SGR - BRIDGE REPLACEMENT RUSSELL FORK - (29801 FED ID)	Locally	Buchanan County		09/04/2020	Current
111435	#SGR - BRIDGE REPLACEMENT CAMPGROUND RD. - (29803 FED ID)	Locally	Buchanan County		09/04/2020	Current
111437	#SGR - BRIDGE REPLACEMENT GRANNY CREEK (29696 FED ID)	Locally	Buchanan County		09/04/2020	Current
111431	#SGR - BRIDGE REPLACEMENT SUGAR BEND RD. (29702 FED ID)	Locally	Buchanan County		09/04/2020	Current

2. Check the “Display Completed” checkbox to access the completed projects.

### Non-VDOT Administered Projects

UPC / Description

Organization

District

Status

Administered By

☒ Display Completed

Clear Filters

UPC	Description	Administered By	Organization	Last Updated	Update Due ^	Status
97553	C503, landscaping and amenities at Copper Creek overlook	Locally	Scott County	10/25/2018		Completed
113884	Cummings Street Primary Extension Paving	Locally	Abingdon Town	03/18/2019		Completed
113763	#SGR PORTERFIELD HIGHWAY PRIMARY EXTENSION PAVING	Locally	Abingdon Town	03/18/2019		Completed
113761	South Main Street Primary Extension Paving	Locally	Marion Town	06/24/2019		Completed
113760	Lee Highway Primary Extension Paving	Locally	Bristol City	06/24/2019		Completed
113762	North Main Street Primary Extension Paving	Locally	Marion Town	06/24/2019		Completed
106072	CHILHOWIE SIDEWALKS - TRANSPORTATION ALTERNATIVES	Locally	Chilhowie Town	06/26/2019		Completed
109995	Whites Mill Renovation	Locally	Washington County	11/04/2019		Completed
107922	VIRGINIA CREEPER TRAIL - CONSTRUCT RESTROOMS & PARKING	Locally	Washington County	11/04/2019		Completed

3. Select the completed project for which Locality has requested to update the Cost of Work to Date amount with the supporting documentation.

Project UPC: 106072  
Last Updated: 06/26/2019 @ 8:50AM by Kenneth Plummer  
Status: Completed

**Edit Project**

**Project Info** | Milestones

<b>UPC</b> 106072	<b>Organization</b> Chilhowie Town	<b>District</b> Bristol	<b>Residency</b> WYTHEVILLE
<b>Road System</b> Enhancement	<b>Route</b>	<b>Administered By</b> Locally	
<b>Description</b> CHILHOWIE SIDEWALKS - TRANSPORTATION ALTERNATIVES	<b>Is archived?</b> No	<b>Project Team Site</b>	
<b>Type Of Work</b> Sidewalk, curb, etc	<b>VDOT Project Coordinator</b> Kenneth R Plummer	<b>VDOT Project Coordinator Phone</b> (276) 696-3261	<b>VDOT Project Coordinator Email</b> KR.Plummer@VDOT.Virginia.gov
<b>Construction Company</b> Boring Construction	<b>Locality Project Manager</b> John Clark	<b>Locality Project Manager Phone</b> (276) 646-3012	<b>Locality Project Manager Email</b> chilhowie.townmgr@chilhowie.org

4. Click on the “Edit Project” to modify the Cost of Work to Date amount and then submit the updates by clicking on “Submit Update” button.

<b>UPC</b> 106072	<b>Organization</b> Chilhowie Town	<b>District</b> Bristol	<b>Residency</b> WYTHEVILLE
<b>Road System</b> Enhancement	<b>Route</b>	<b>Administered By</b> Locally	
<b>Description</b> CHILHOWIE SIDEWALKS - TRANSPORTATION ALTERNATIVES	<b>Is archived?</b> No	<b>Project Team Site</b>	
<b>Type Of Work</b> Sidewalk, curb, etc	<b>VDOT Project Coordinator</b> Kenneth R Plummer	<b>VDOT Project Coordinator Phone</b> (276) 696-3261	<b>VDOT Project Coordinator Email</b> KR.Plummer@VDOT.Virginia.gov
<b>Construction Company</b> Boring Construction	<b>Locality Project Manager</b> John Clark	<b>Locality Project Manager Phone</b> (276) 646-3012	<b>Locality Project Manager Email</b> chilhowie.townmgr@chilhowie.org
<b>Original Contract Completion Date</b> 2019-06-17	<b>Current Contract Completion Date</b> 2019-06-17	<b>Contract Acceptance Date</b> 2019-05-16	
<b>Contract Award Amount</b> \$426,868.00	<b>Current Contract Amount</b> Previous Value: \$409,931 as of 06/26/2019 ↳ \$ <input type="text"/> Current Contract Amount is required to submit	<b>Cost of Work to Date</b> Previous Value: \$409,931 as of 06/26/2019 ↳ \$ <input type="text"/> Cost of Work to Date is required to submit	
<b>Comments</b>			
<input type="text"/>			
<b>Submit Update</b>			

The data dictionary in this section provides a list of the fields available within NVAP, a brief description, an indicator as to whether or not the field is required, if monthly updates are required, and which fields are pre-populated; along with the user permissions for the VDOT Project Coordinator and the Local user roles.

1. All data fields should be reviewed by the Local user.
2. Highlighted fields in the table represent fields that require monthly updates.

Field Name	Definition	Is Required?	Pre-populated?	VDOT Project Coordinator	Local User
<b>Organization</b>	Jurisdictions that may manage a project.	Yes	Yes	View	View
<b>UPC</b>	Unique number used to identify projects.	Yes	Yes	View	View
<b>District</b>	The primary VDOT construction district responsible for a project.	Yes	Yes	View	View
<b>Residency</b>	A sub-district entity responsible for maintenance and construction operations for a defined group of jurisdictions.	No	Yes	View	View
<b>Road System</b>	Roadway classification system: Primary, Urban, Secondary, etc.	No	Yes	View	View
<b>Route</b>	The number identifying the road where the project will take place.	No	Yes	View	View
<b>Administered By</b>	Management of the project: VDOT, Locally, DRPT, or other entity.	Yes	Yes	View	View
<b>Description</b>	A narrative briefly describing the project.	Yes	Yes	View	View
<b>Type of Work</b>	Broad category describing the work proposed in the project.	Yes	No	Add	Add
<b>VDOT Project Coordinator</b>	VDOT local project liaison that will display on the Public Dashboard.	Yes	Yes	Edit	View
<b>VDOT Project Coordinator Phone</b>	VDOT local project liaison phone number that will display on the Public Dashboard	Yes	Yes	Edit	View



Field Name	Definition	Is Required?	Pre-populated?	VDOT Project Coordinator	Local User
<b>VDOT Project Coordinator Email</b>	VDOT local project liaison email address that will display on the Public Dashboard	Yes	Yes	Edit	View
<b>Locality Project Manager</b>	Locality project manager that will display on the Public Dashboard	Yes	Yes	Edit	Edit
<b>Locality Project Manager Phone</b>	Locality project manager phone that will display on the Public Dashboard	Yes	Yes	Edit	Edit
<b>Locality Project Manager Email</b>	Locality project manager email that will display the Public Dashboard	Yes	Yes	Edit	Edit
<b>Construction Company</b>	Contractor awarded on the contract	Yes	No	Add	Add
<b>Original Contract Completion Date</b>	Project construction completion date specified on awarded contract	Yes	No	Add	Add
<b>Current Contract Completion Date (*Monthly)</b>	Original contract completion date plus any approved time modifications due to change orders.	Yes (same as prior or initial update)	No	Edit	Edit
<b>Contract Acceptance Date</b>	Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date) C-5 should be signed by locality and VDOT project coordinator.	No	No	Add	Add
<b>Contract Award Amount</b>	The amount of the contract value awarded to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies)	Yes	No	Add	Add
<b>Current Contract Amount (*Monthly)</b>	The contract award amount plus any approved modifications due to change orders.	Yes	No	Edit	Edit

<b>Cost of Work To Date (*Monthly)</b>	<b>Total amount of all approved contractor expenditures / invoices since the award of the contract.</b>	<b>Yes</b>	<b>No</b>	<b>Edit</b>	<b>Edit</b>
<b>Comments</b>	Project related comments displayed on the Public Dashboard that provide additional information about the project status. Include any comments to describe project delays or increases to contract amount since last monthly update.	No	No	Edit	Edit
<b>Update due date</b>		Yes	No	View	View
<b>Is Archived?</b>	When the project is completed and will be archived in the Smart Portal database	No	No	View	View
<b>Project Team Site</b>	URL of project website if one exists	No	No	Edit	Edit
<b>Milestone Description</b>	Only for contracts that have key events that determine status - a narrative that briefly describes the event	No	No	Add	Add
<b>Milestone Original Completion Date</b>	Only for contracts that have key events that determine status - the original/planned date of completion for milestone	No	No	Add	Add
<b>Milestone Actual Completion Date</b>	Only for contracts that have key events that determine status - the actual date of completion for milestone	No	No	Add	Add

Please note the following:

1. Fields that allow the user to “Add” data cannot be edited later.
2. Email Notifications – NVAP includes a feature that provides email notifications to the local project manager and VDOT project coordinator 35 days prior to a required update. An email notification is also sent, if a due date is missed. Both the local project manager and VDOT project coordinator will receive weekly emails until NVAP is updated. With each monthly update, the due date is reset. Optional updates also trigger an email notification.